

**ANALISIS KEBUTUHAN TENAGA KERJA BERDASARKAN BEBAN
KERJA BAGIAN ASSEMBLING DENGAN METODE WISN DI RSU
WILLIAM BOOTH SEMARANG PERIODE TAHUN 2017**

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ABSTRAK

Berdasarkan survei hanya terdapat 1 petugas assembling di RSU William Booth Semarang yang memiliki tugas pokok untuk meregister DRM masuk dari bangsal, merakit formulir DRM, dan meneliti kelengkapan data DRM. Di bagian assembling sering terjadi penumpukan dokumen yang belum dirakit serta diteliti kelengkapannya. Penelitian ini bertujuan untuk menghitung kebutuhan tenaga kerja di bagian assembling berdasarkan metode WISN di RSU William Booth Semarang tahun 2017. Penelitian deskriptif dilakukan dengan mengobservasi dokumen rawat inap dan wawancara dengan 1 petugas assembling dan 1 kepala rekam medis. Berdasarkan hasil penelitian, petugas assembling telah melakukan tugasnya sesuai dengan tupoksi. Waktu kerja tersedia petugas selama 1 tahun adalah 100.440 menit/tahun. Kuantitas kegiatan pokok per tahun sebanyak 54.126 DRM/tahun. Jumlah standar beban kerja selama 1 tahun sebanyak 772.486 DRM. Berdasarkan metode WISN jumlah kebutuhan tenaga kerja petugas assembling pada tahun 2017 adalah 9 petugas sehingga dibutuhkan penambahan 8 petugas. Pihak rumah sakit sebaiknya memperhatikan jumlah kebutuhan petugas assembling agar mendapatkan hasil kerja yang efisien dan petugas dapat melaksanakan tugasnya sesuai dengan SOP.

Kata Kunci : Petugas assembling, beban kerja, DRM rawat inap, WISN

**STAFF NEEDS ANALYSIS BASED ON WORKLOAD ASSEMBLING
SECTION WITH WISN METHOD IN WILLIAM BOOTH SEMARANG
PUBLIC HOSPITAL PERIOD 2017**

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ABSTRACT

Based on survey there was only one assembling officer at William Booth Semarang Public Hospital who has main duty to register medical records from the ward, assembling medical records form, and examining medical records completion data. In assembling section, there was often a buildup documents that had not been assembled and examined completion. This study aimed to calculate staff need in assembling section based on WISN method at William Booth Semarang Public Hospital 2017. Descriptive study was done by observing inpatient medical records and interviews with 1 assembling officer and 1 head of medical record. Based on the result, assembling officer has done his duty according to SOPs. officer Available working time for 1 year was 100.440 minutes / year. Quantity of work per year was 54.126 DRM / year. Standard workload for 1 year was 772,486 medical records. Based on WISN method, the number of assembling officers needs in 2017 was 9 officers so it needs an addition 8 officers. The hospital should pay attention to the number of assembling officer needs in order to get an efficient work results and officer can perform their duties according to SOPs.

Keyword : Assembling Officer, Workload, Inpatient medical records, WISN